

CITY OF BEAVERTON

GIS Technician

General Summary

Implement and maintain maps and databases. Assist GIS staff with data entry, assessment and data research.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Create, maintain, update and perform quality control assurance of relational GIS datasets and related information. This includes data entry, attributing, manipulation, conversion and metadata created.
2. Perform visual checks, queries and geo-processing tasks as necessary to provide quality control.
3. Gather information through field work for maintaining data bases. This includes document research, global positioning systems (GPS) data collection and coordination with other field personnel to develop efficient collection practices.
4. Produce maps, output of GIS related displays and other representations of data, including posters, three-dimensional orthographic representations, graphics, charts, etc. Perform queries and geo-processing tasks.
5. Provide general office support duties, including delivery of maps to customers, file maintenance, updating procedural documents and maintaining supply inventory for plotter and GIS related supplies.
6. Produce an acceptable quantity and quality of work that is completed within established timelines.
7. Participate in department/division/section operational processes including procedure development and implementation.
8. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
9. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
10. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
11. Follow standards as outlined in the Employee Handbook.

12. Participate in the City's Emergency Management program including classes, training sessions and emergency events.
13. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature

Knowledge Required for Entry

- ◆ Working knowledge of practices and principles of Geographic Information Systems.
- ◆ Working knowledge of cartography and graphic representations.
- ◆ Working knowledge of spreadsheets and tabular data sources.
- ◆ Basic knowledge of geographic projections.
- ◆ Basic knowledge of geometry.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.
- ◆ Working knowledge of computer hardware and software.

Skills/Abilities Required for Entry

- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to work independently within clearly defined limits.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.

Minimum Qualifications Required for Entry

Associates degree and six months experience working with GIS software, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ♦ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Frequent focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

Created: December 15, 2008

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date